Motor Fuel Web-Based Reporting System

USER GUIDE FOR: BONDED IMPORTERS, EXPORTERS, FUEL BLENDERS, MANUFACTURERS, MISCELLANEOUS, MONTHLY TERMINAL OPERATORS, OCCASIONAL IMPORTERS, SUPPLIERS, TANKWAGON IMPORTERS, TRANSPORTERS

SOUTH CAROLINA DEPARTMENT OF REVENUE | MOTOR FUEL

SEPTEMBER 2017

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INTRODUCTION

Effective July 11, 2012, the South Carolina Department of Revenue has implemented a web-based system to provide the option to submit returns and remit fees electronically at no charge.

Please note that filing via the web requires electronic payment of the user fees required to be remitted. Options will be available for payment by ACH credit and ACH debit only. No paper checks can be accepted for payment of liabilities reported on web filed vouchers. The payment method is required to be selected at the time of registration.

The method of issuing refunds shown due on a return has not changed. All refunds will be issued manually once the electronic return is received and verified.

Effective July 1, 2012, specific product codes for gasohol and biodiesel will be required. They are as follows:

Gasohol- E01-E99 replaces "roll-up" product code 124 to reflect the percentage of fuel grade ethanol blended with gasoline. Pure, unblended fuel grade ethanol should be reported as E00, replacing product code 123.

Biodiesel- B01-B99 replaces "roll-up" product codes 284 and 170 to reflect the percentage of biodiesel blended with undyed diesel fuel. Pure, unblended biodiesel should be reported as B00.

Biodiesel- D01-D99 replaces "roll-up" product codes 284 and 171 to reflect the percentage of biodiesel blended with dyed diesel fuel. Pure unblended, dyed biodiesel should be reported as D00.

REGISTRATION

To register for web filing, complete the D-155 Registration Application located on our web site at dor.sc.gov/forms. For help with the registration process, please contact:

Electronic Services

Help Desk (Columbia area)	**803-896-1715**	Help Desk (Toll Free)	**1-800-476-0311**
E-mail Address	xml@dor.sc.gov	Fax	**803-896-1779**
Mailing Address	**South Carolina Department of Revenue** **EFT/EDI Help Desk** **Columbia, SC 29214-0016**		

FILING RETURNS

For help filing motor fuel returns via the web-based system, please contact:

Motor Fuel Section

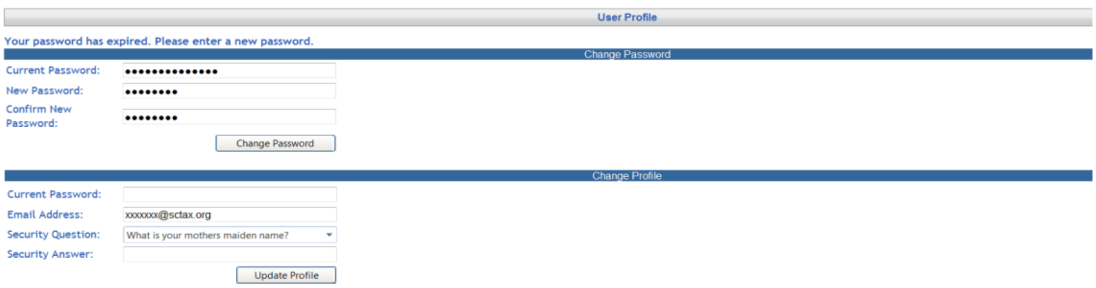
Filing Assistance **803-896-1990** E-mail Address motorfueltax@dor.sc.gov

SIGN IN

To sign in, you will need a user ID and password from SCDOR Electronic Services.

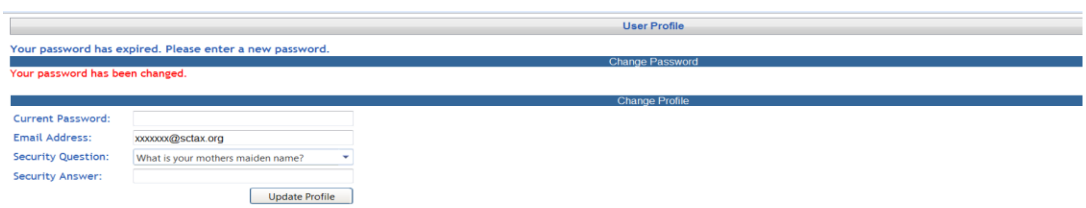
CHANGE PASSWORD

1. Enter current password (password that was given)
2. Enter new password (create)
3. Confirm new password
4. Click **Change Password**



CHANGE PROFILE

1. Enter current password (the new password that you choose)
2. Select a security question from the list
3. Enter security answer
4. Click **Update Profile**



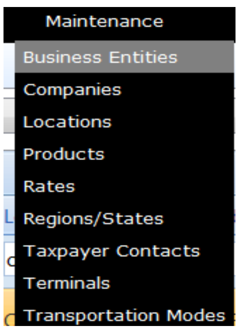
BUSINESS ENTITIES AND THE MASTER COMPANY DATA BASE

Many business entities are already set up in the SCDOR's Motor Fuel Data Base. All licensed motor fuel accounts that are not sole proprietors will appear in the drop down boxes needed to schedule transactions.

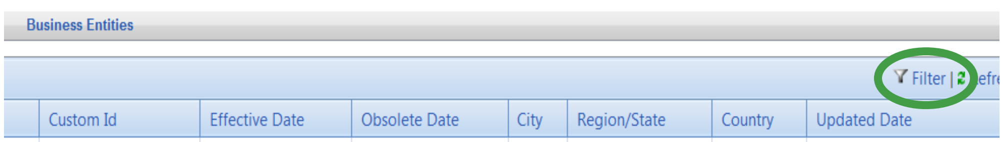
Only business entities for Master Company ID 0 may be viewed by all users. When a filer adds a business entity it is not entered into the Master Company. Only the filer and the SCDOR may view business entities entered by a filer.

Before creating a filer business entity, review the Motor Fuel Data Base using the following steps:

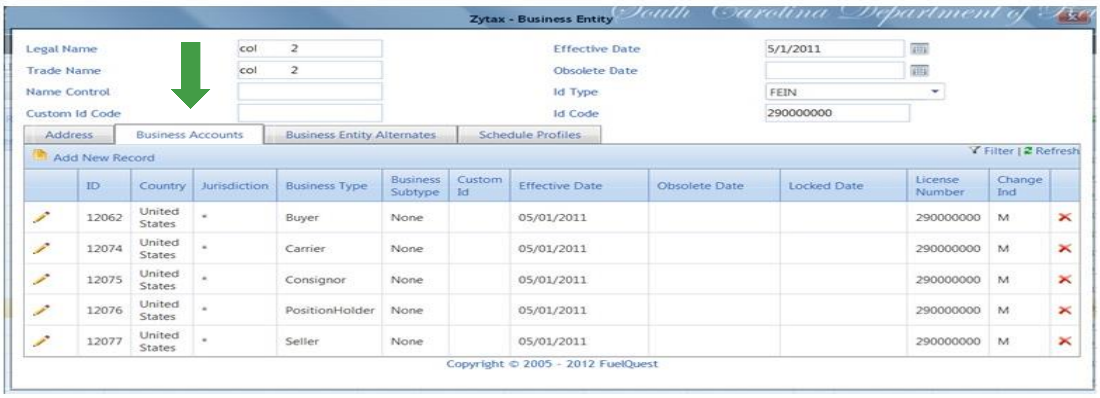
1. Click on the Maintenance tab and select Business Entities from the dropdown list.



2. Review the entity names to determine if the filer entities exist in the Master Company. You can use the **Filter** option to create a filter to make verification easier.



3. Click on any company row and choose the Business Accounts tab to see what business types have been assigned in the Master Company.



	ID	Country	Jurisdiction	Business Type	Business Subtype	Custom Id	Effective Date	Obsolete Date	Locked Date	License Number	Change Ind	
	12062	United States	*	Buyer	None		05/01/2011			290000000	M	
	12074	United States	*	Carrier	None		05/01/2011			290000000	M	
	12075	United States	*	Consignor	None		05/01/2011			290000000	M	
	12076	United States	*	PositionHolder	None		05/01/2011			290000000	M	
	12077	United States	*	Seller	None		05/01/2011			290000000	M	

Only enter a business entity if it does not already exist for the required business type (buyer, seller, etc.) in the Master Company.

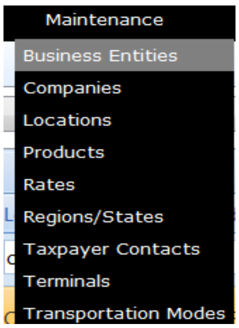
Please contact the Motor Fuel Section at **803-896-1990** for assistance or questions concerning business entities.

SOUTH CAROLINA DOR DEPARTMENT OF REVENUE

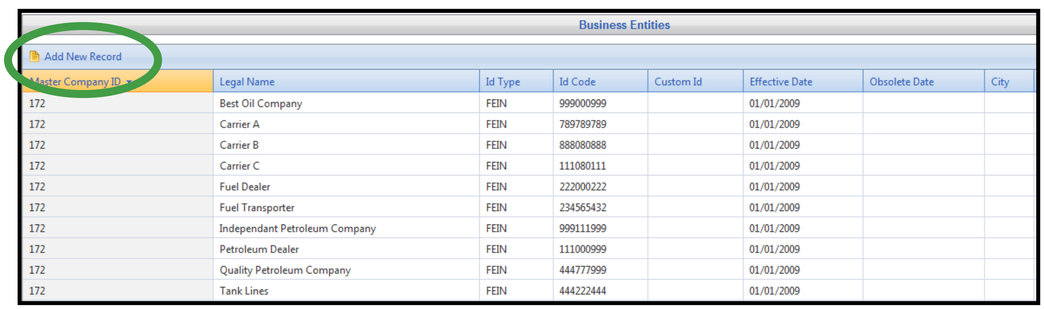
BUSINESS ENTITIES – ADD NEW RECORD

Business entity information will only be entered once. Business entities are companies or individuals that the filer does business with and whose information is required for completing the schedule information for a return. Examples are Consignor or Seller.

4. Click on the Maintenance tab and select Business Entities from the dropdown list.

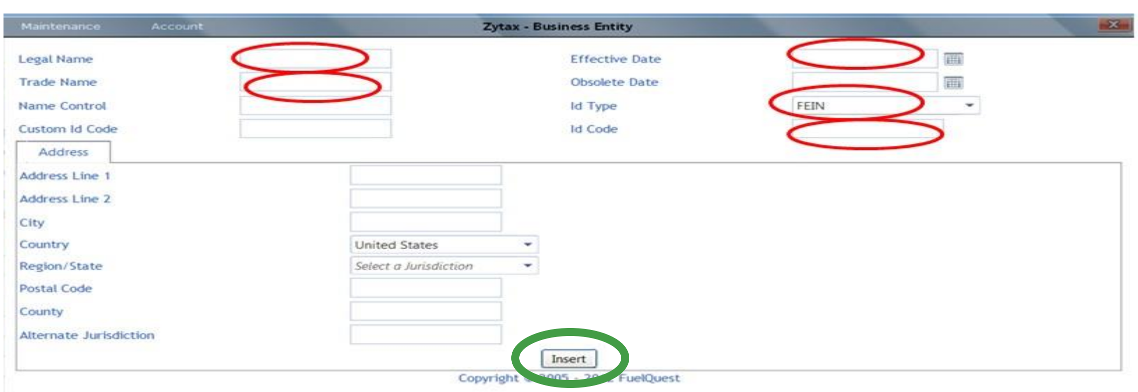


5. Click **Add New Record.**



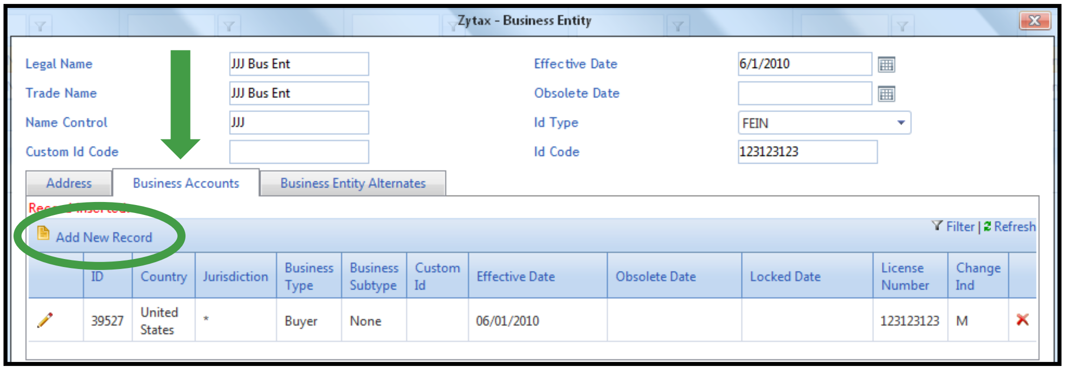
Master Company ID	Legal Name	Id Type	Id Code	Custom Id	Effective Date	Obsolete Date	City
172	Best Oil Company	FEIN	999000999		01/01/2009		
172	Carrier A	FEIN	789789789		01/01/2009		
172	Carrier B	FEIN	888080888		01/01/2009		
172	Carrier C	FEIN	111080111		01/01/2009		
172	Fuel Dealer	FEIN	222000222		01/01/2009		
172	Fuel Transporter	FEIN	234565432		01/01/2009		
172	Independant Petroleum Company	FEIN	999111999		01/01/2009		
172	Petroleum Dealer	FEIN	111000999		01/01/2009		
172	Quality Petroleum Company	FEIN	444777999		01/01/2009		
172	Tank Lines	FEIN	444222444		01/01/2009		

6. Then, you can create a new business entity. In appropriate fields enter: Company Legal Name, Trade name, Effective Date, ID type (click dropdown box to select type) and Id Code (FEIN or Social Security Number). Then click **Insert**.

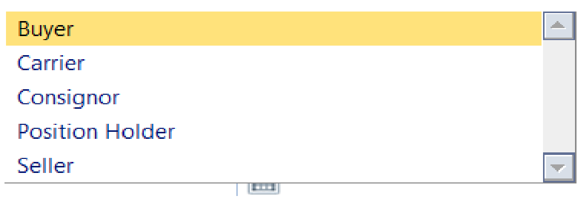


7. Determine if the entity will be entered as one or more of the following:
   a. Consignor – Company/individual that hired filer as the carrier/transporter. (If the filer transports their own product, enter the filer company as a consignor.)
   b. Seller – Terminal supplier that shows as the supplier on the terminal issued bill of lading.
   c. Buyer – Company/individual to whom the product was delivered.

8. Next click Business Accounts tab and click **Add New Record**.

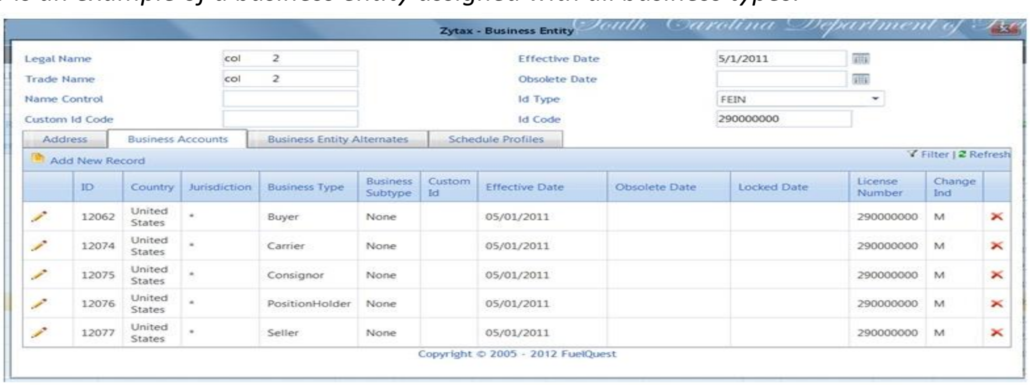


9. From the Business Type dropdown menu, select the business type that describes the business entity. When your company has more than one relationship with that business entity you will need to click on **Add New Record** to assign the business type based on each relationship with the entity.



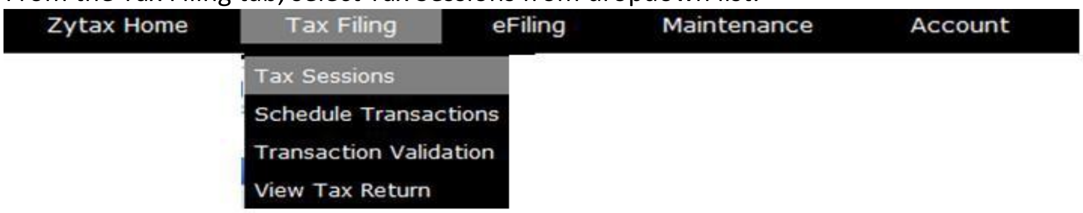
Click on **checkmark** to insert.

Below is an example of a business entity assigned with all business types.

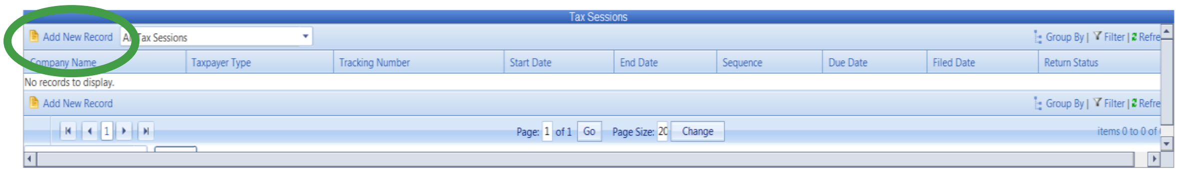


CREATING RETURN/TAX SESSION

1. From the Tax Filing tab, select Tax Sessions from dropdown list.



2. Click **Add New Record.**



3. Select the applicable option from the Taxpayer Type dropdown list. Enter the Begin Period Covered Date for the return. Click outside the entry field and the End Period Date will be populated. Click the **Create Session** button.

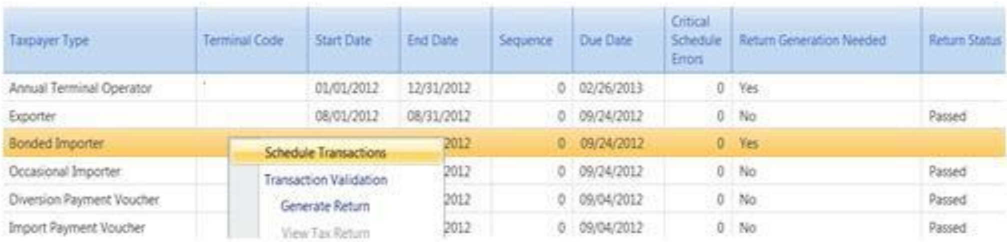
4. Close out the Record Inserted menu.

SCHEDULE TRANSACTIONS

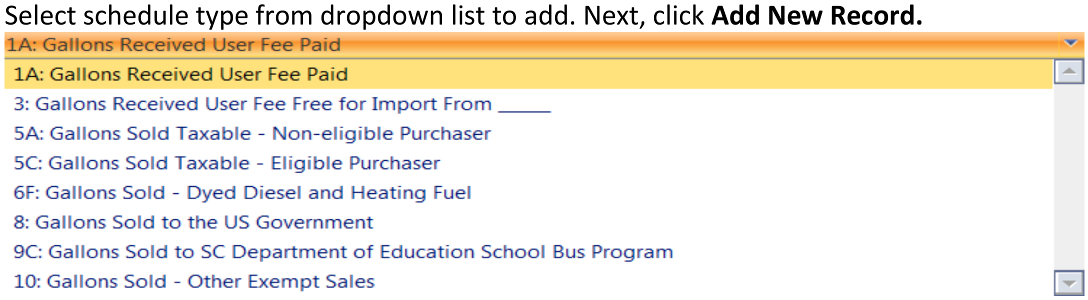
Reminder for Bonded Importers also licensed as Suppliers:

The maximum tare allowance is $2000.00. If the maximum tare allowance was calculated and deducted on the monthly suppliers return, all disbursements subject to the user fee will have to be entered in Schedule 5C to insure that the maximum tare allowance is not exceeded.

1. Right click on the row for session that was added and select **Schedule Transactions**.



2. Select schedule type from dropdown list to add. Next, click **Add New Record.**

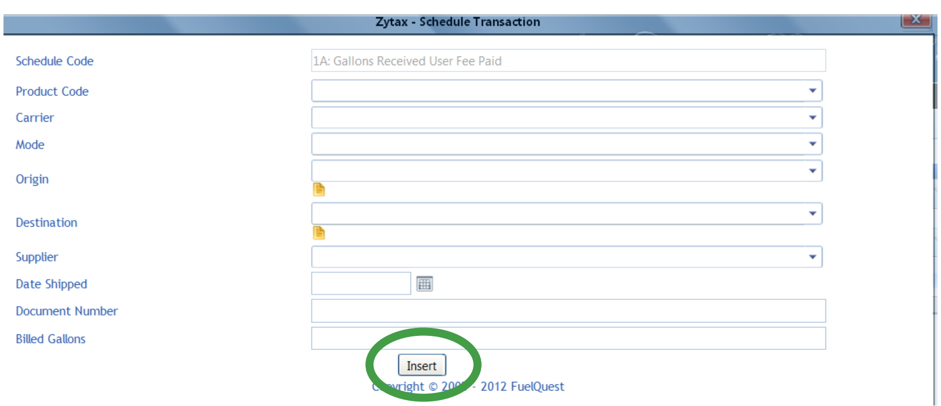


3. Enter all schedule information requested on the entry screen.

   Schedule 1A Special Note:

   Schedule 1A is for user fee paid gallons purchased direct from terminal suppliers or bonded importers. This schedule will allow for the entry of the supplier or bonded importer name and the total gallons received. Entry by bill of lading is not required for this schedule.

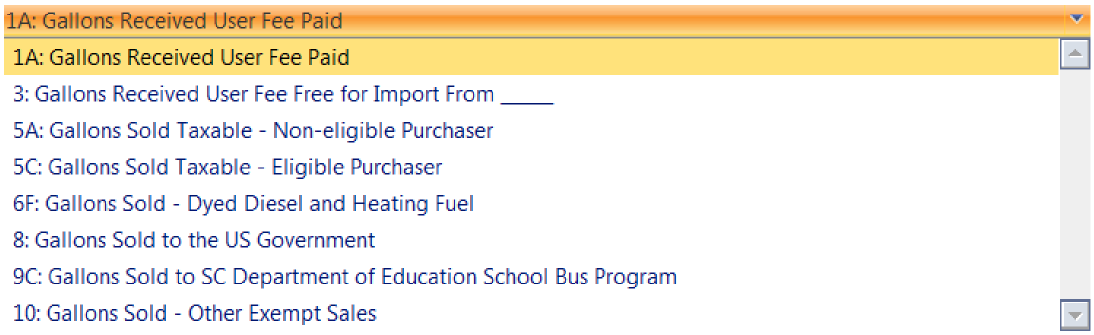
   ***Please note** that at the time of office verification if the total gallons do not match the total reported by the supplier or bonded importer, additional information by bill of lading will be required to verify the tare allowance calculation.*



4. Click **Insert** to accept entry. Some data will remain from the previous transaction.

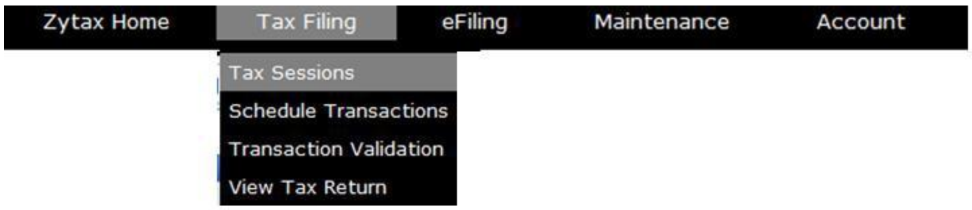
   If the entity information needed for the schedule transaction does not appear in the drop down box, stop and enter the entity in Business Entities. Complete the steps for entering a business entity (page 6) and then return to the tax session and begin scheduling transactions again.

5. Once all information is inserted for the schedule type selected, click on the red **X** to close the window. If additional schedules are needed for another schedule type, repeat steps 2-4. Once all schedules have been added for each load, click the **X** button to close.

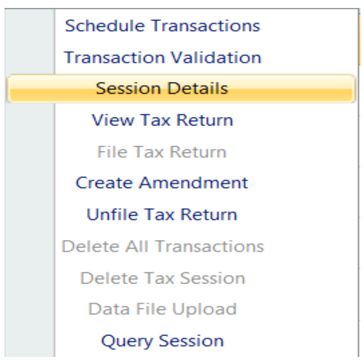


SESSION DETAILS

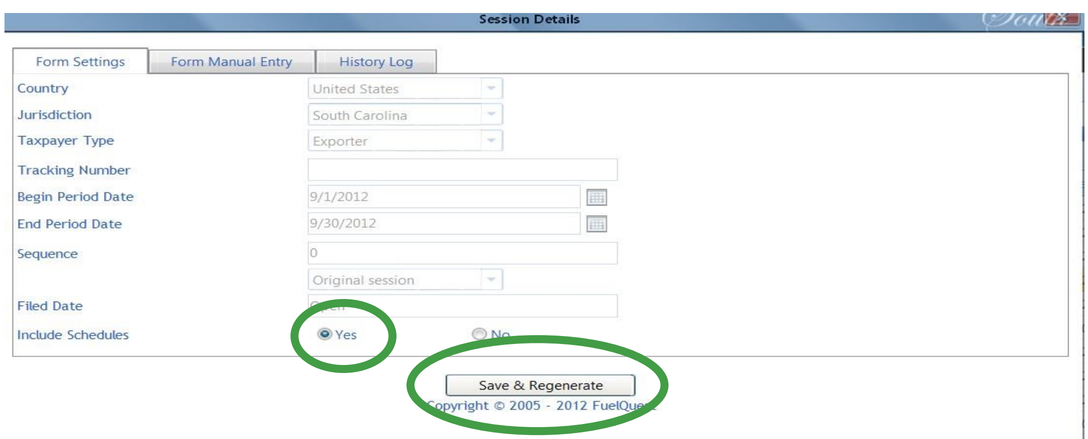
1. From the Tax Filing tab, select Tax Sessions from the dropdown list.



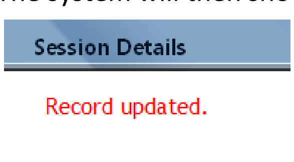
2. Right click on the row for session that was added and select Session Details.



3. Select **Yes**, which will include schedules. Click **Save & Regenerate**.

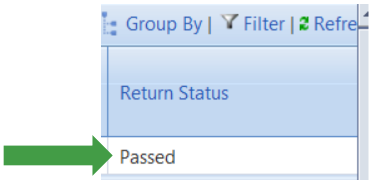


4. The system will then show "Record updated." Click on the **X** button to close.

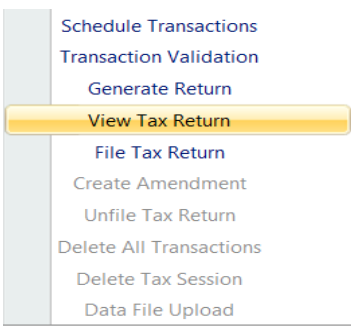


5. Click **Refresh** several times.

Until return status shows "Passed."



6. Right click on the row for the session that was added and select View Tax Return.



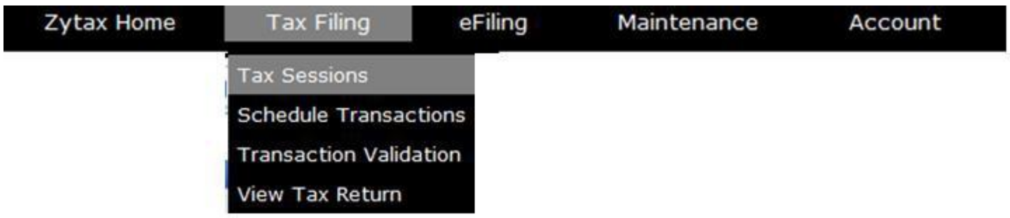
7. Review return.


Original
1350
STATE OF SOUTH CAROLINA
DEPARTMENT OF REVENUE
EXPORTERS' MONTHLY RETURN
Mail to: South Carolina Department of Revenue,
Motor Fuel, Columbia, SC 29214-0132.
L-2112
(Rev. 11/1/11)
4200
The return is due on the 22nd of the next month.

SOUTH CAROLINA DOR DEPARTMENT OF REVENUE

FILE TAX RETURN

1. From the Tax Filing tab, select Tax Sessions from the dropdown list.



2. Right click on the row for the session that was added and select File Tax Return.

Taxpayer Type	Terminal Code	Start Date	End Date	Sequence	Due Date	Critical Schedule Errors	Return Generation Needed	Return Status
Annual Terminal Operator	T57SC2061	01/01/2012	12/31/2012	0	02/26/2013	0	Yes	
Occasional Importer			/31/2012	0	09/24/2012	0	No	Passed
Diversion Payment Voucher			/29/2012	0	09/04/2012	0	No	Passed
Import Payment Voucher			/29/2012	0	09/04/2012	0	No	Passed

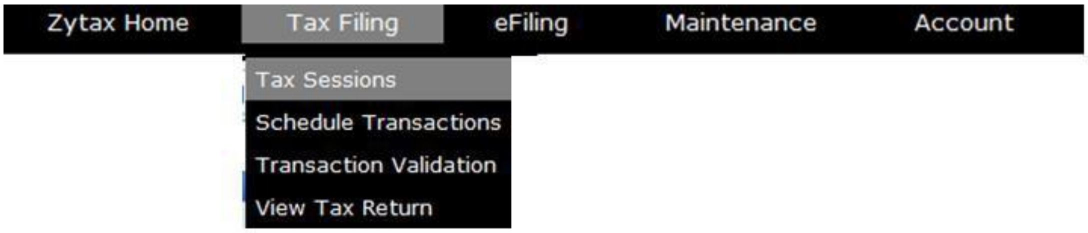
3. Check the **agree** button. Click on **Submit**.

4. The payment screen will be determined by the payment type selected on the registration document. Enter the payment information requested.

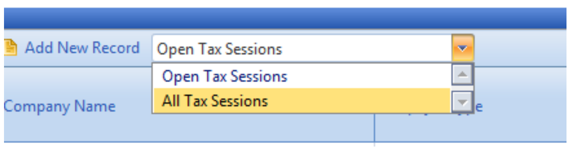
5. Tax Return confirmed and filed.

CREATING AMENDED RETURN

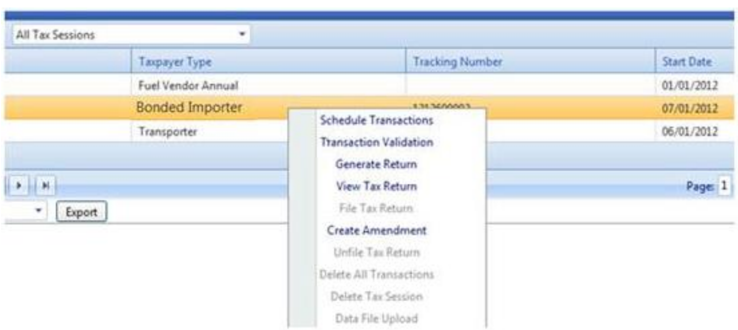
1. From the Tax Filing tab, select Tax Sessions from the dropdown list.



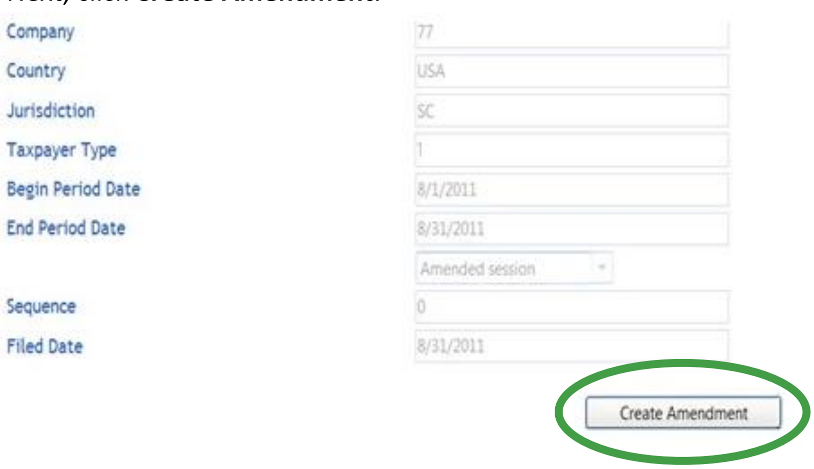
2. Change selection from "Open Tax Sessions" to "All Tax Sessions."



3. Select return session to be amended and click on the row to display the dropdown menu. Choose Create Amendment.

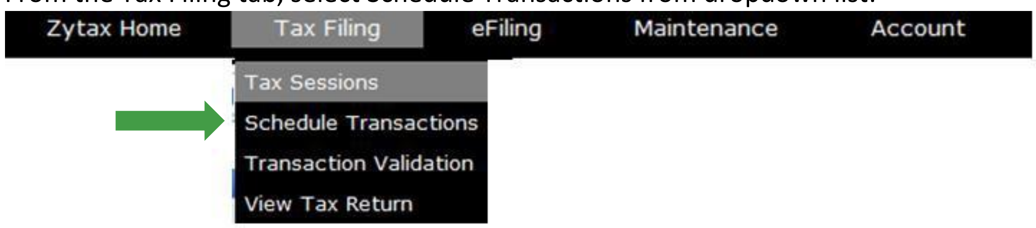


4. Next, click **Create Amendment**.



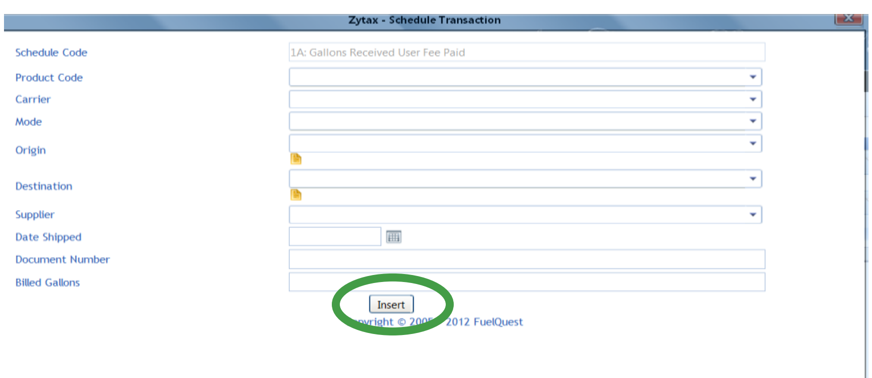
5. Record inserted.

6. From the Tax Filing tab, select Schedule Transactions from dropdown list.

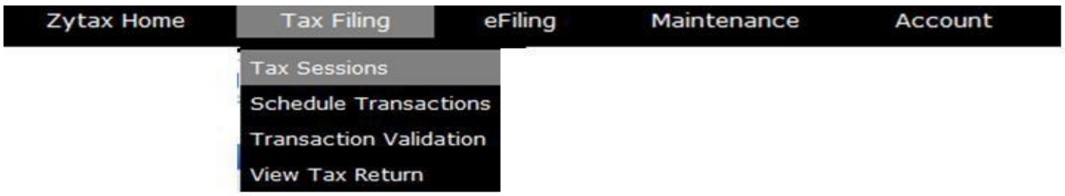


7. Select schedule type from dropdown list to add. Next, click **Add New Record.**

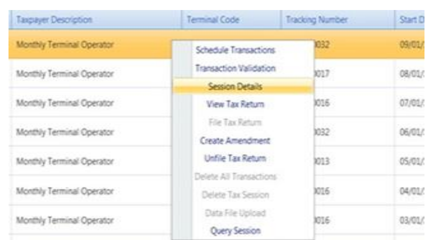
8. Enter amended information and click **Insert**. A schedule must be added for each load and each product type.



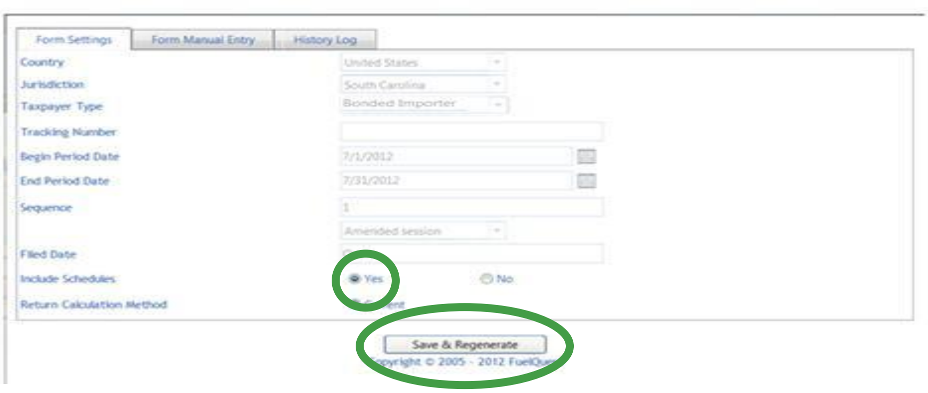
9. Once all amended information is inserted for that schedule type, click on the **X** button to close. If additional schedules are needed for another schedule type, repeat steps 7 and 8. Once all schedules have been added for each load, click on the **X** button to close.
10. From the Tax Filing tab, select Tax Sessions from the dropdown menu.



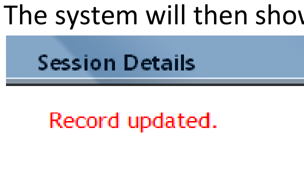
11. Right click on the row for the session that was added and select Session Details (or Generate Return for Bonded Importers)



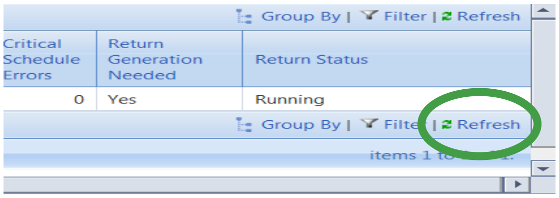
12. Select **Yes**, which will include schedules. Click **Save & Regenerate**.



13. The system will then show "Record updated." Click the **X** button to close.

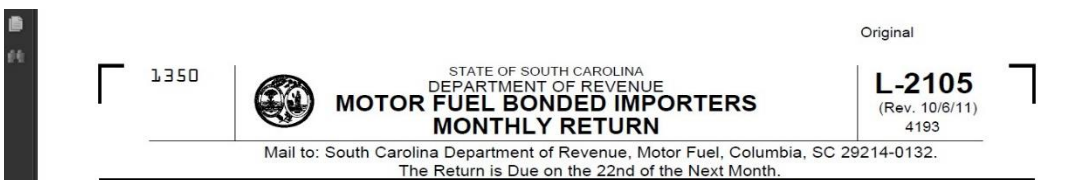


14. Click **Refresh** several times until return status shows “Passed.”



15. Right click on the row for the session that was added and select View Tax Return.

16. Review amended return.


Original

1350

STATE OF SOUTH CAROLINA
DEPARTMENT OF REVENUE
MOTOR FUEL BONDED IMPORTERS MONTHLY RETURN

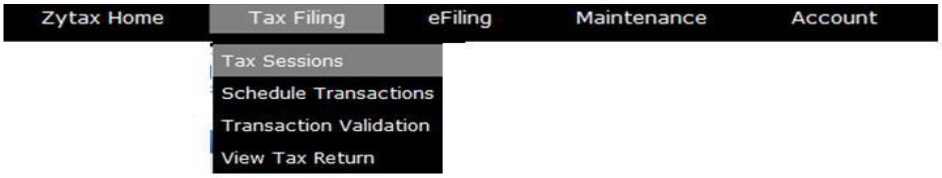
L-2105
(Rev. 10/6/11)
4193

Mail to: South Carolina Department of Revenue, Motor Fuel, Columbia, SC 29214-0132.
The Return is Due on the 22nd of the Next Month.

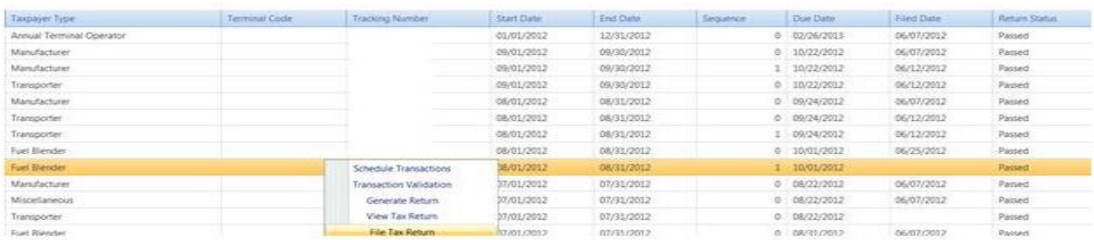
SOUTH CAROLINA DEPARTMENT OF REVENUE

FILE AMENDED TAX RETURN

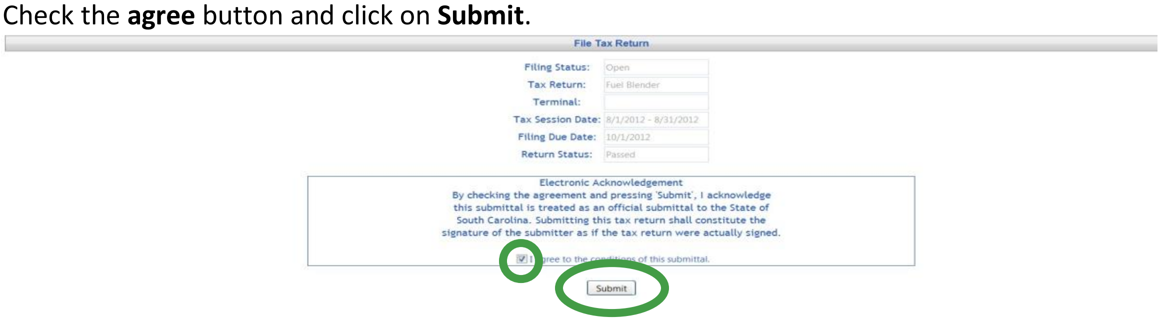
1. From the Tax Filing tab, select Tax Sessions from the dropdown menu.



2. Right click on the row for the session that was added and select File Tax Return.



3. Check the **agree** button and click on **Submit**.

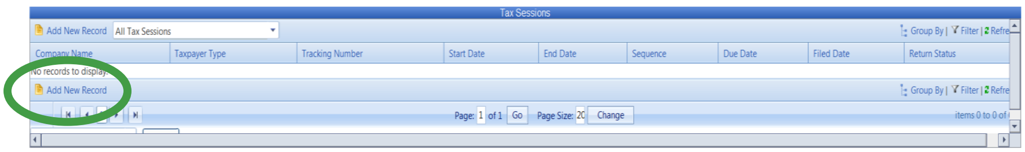


4. Tax Return confirmed and filed.

FILING A ZERO RETURN

1. Click on the Tax Filing tab and select Tax Sessions from the dropdown menu.

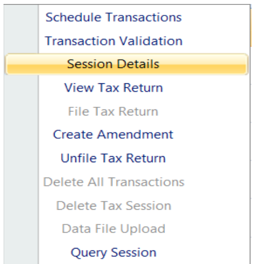
2. Click **Add New Record**.



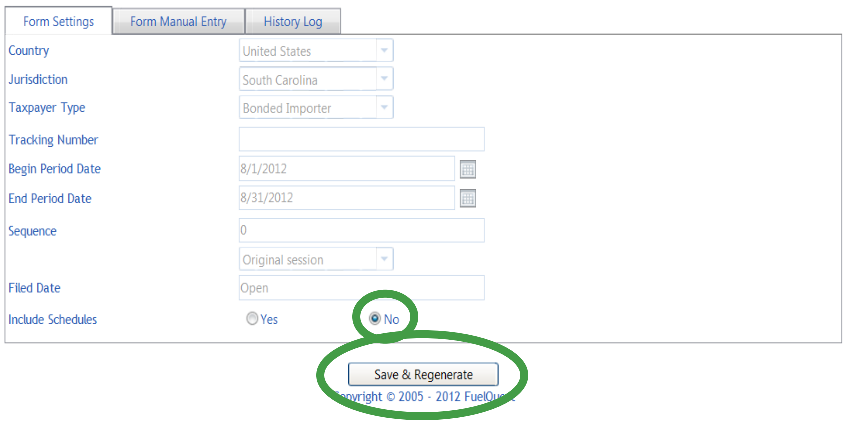
3. Select the appropriate option from Taxpayer Type dropdown list and enter the Begin Period Date for the return. Click **Create Session**.

4. Close out the Record Inserted menu.

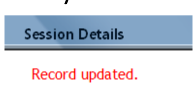
5. Right click on the period covered again and select Session Details from drop down list.



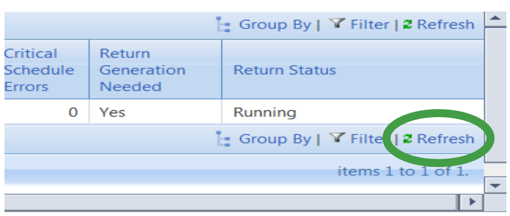
6. Select **No**, which will not include schedules. Click **Save & Regenerate**.



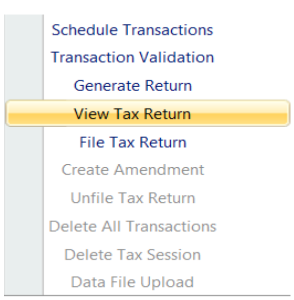
7. The system will then show "Record updated." Click the **X** button to close.



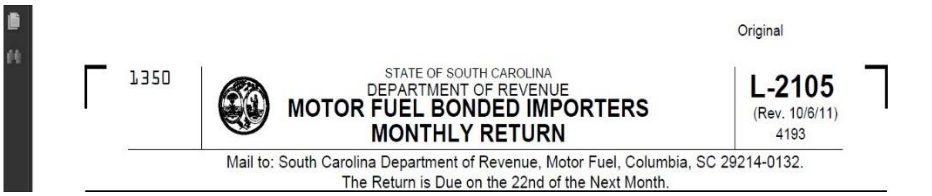
8. Click refresh several times until return status shows "Passed."



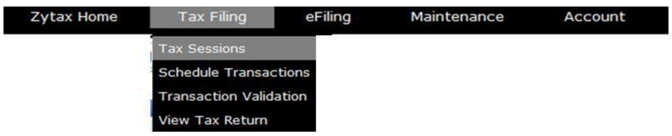
9. Right click on the row for the session that was added and select View Tax Return.



10. Review return.



11. Next, file tax return. From the Tax Filing tab, select Tax Sessions.



12. Right click on the row for the session that was added and select File Tax Return.

13. Check the **agree** button click on **Submit.**

14. Tax Return confirmed and filed.